DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
INFORMATION TECHNOLOGY ANALYST 2

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list for ITA2 and lateral transfers

Location: **460 Capitol Ave., Hartford**

Job Posting No: 103034

Hours: **35 hours/week** - **Mon-Fri 8:30am-4:00pm**

Salary: **$68,584 – $ $86,919 (EU-28) – for ITA2**

Closing Date: **December 10, 2012**

This position is being <u>reposted</u>. Those who previously applied do not need to reapply.

Eligibility Requirement:
Candidates must have passed the **Information Technology Analyst 2** exam and be on the current certification list promulgated by the Department of Administrative Services for this classifications. State employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties:
This Information Technology Analyst 2 position will work closely with Birth to Three management, IT management, and one IT Analyst 3, the selected candidate will maintain, modify, redesign, and enhance a web-based Service Provider Information system application called SPIDER that is critical to the daily functioning of the department's Birth to Three System.

The selected candidate will perform the following duties.
- **Develop and maintain systems using the following software: C#, ASP, .net, HTML, CSS, XML, Java Script, MS-SQL Server 2008 in the performance of duties**
- Perform functions that protect the confidentiality, integrity, and availability of SPIDER data which is covered by the Family Educational Rights and Privacy Act.
- Define ongoing user requirements for SPIDER including recommended enhancements; analyze upgrades for complex applications to determine functionality and necessary additional software customization
- Establish and maintain unit procedures for development, testing, production, and documentation of all programming; Review documentation prepared by others for accuracy
- Install and implement new technologies
- Test and evaluate new software
- Acts as liaison to hardware and/or software vendors, system developers, programmers, and management
- Provide training to users such as providers and Birth to Three central office staff
- Provide advanced level database support and troubleshooting; designs, installs, tunes and maintains integrity of major host-based database
- Communicate regularly with Birth to Three central office administration and DDS management on progress in SPIDER ongoing project list (currently 110 items long)
- Ensure automatic nightly data uploads to the Department of Education's Special Education Data System to fulfill DDS's obligations under the Individuals with Disabilities Education Act to notify both the Dept. of Education and local school districts of children enrolled in Birth to Three who are potentially eligible for special education.
- Serve as the helpdesk contact for all Birth to Three programs to further determine user requirements. Responsible for user connectivity issues and in assisting users with data manipulations that require a system administrator.
- Performs related duties as required.

General Experience: Six (6) years of experience in information technology (IT) operations, programming, systems/software development or another IT related support area.

Special Experience: One (1) year of the General Experience must have been performing professional information technology work in one of the following areas:
1. Installation and support of microcomputer hardware, software and operating systems.
2. Analysis, design and development of information systems.
3. Network hardware and software installation and support.
4. Network hardware and/or software problem diagnosis and resolution.

NOTE: For state employees this is interpreted at the level of Information Technology Analyst 1.

Preferred Experience & Skills:

- Using the application development software tools for integrating and testing changes to production systems using a standard systems development lifecycle methodology (SDLC).
- Ability to use various software tools to document, diagram or illustrate system design, for example MS Word, Visio, PowerPoint.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam including the job Posting Number. Current State employees must also provide a copy of his/her last two performance appraisals. All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send Applications To:

Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Daimar Ramos
Email: Daimar.Ramos@ct.gov   Phone: 860-418-6121   Fax: 860-418-6004

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.